



HRO News

*Give us 5 Minutes, and we will
give you all the HR news you need
to know now!*

April 2015

Volume 8 Issue 4

MCAGCC Human Resources Office, Building 1551, Twentynine Palms, CA 92278
<http://www.29palms.marines.mil/Offices/CivilianHumanResources.aspx>

HRO TRAINING: New Process for On-Site Training Registration

Effective 01 April 2015, the process for HRO on-site training registration and sign-ups has changed. Below is the new process to request a seat for on-site training opportunities offered by HRO.

1. Submit an email request to SMBPLMSHROTRAINING@usmc.mil with the CLASS TITLE in the subject line and the following information in the body of the email (copy and paste 1-10 below):

1. Class Title and Date Offered:
2. Participant's Name:
3. Participant's Work Number:
4. Participant's Work Email:
5. Employment Type:
6. Work Section:
7. Supervisor's Approval: Yes or No
8. Supervisor's Name:
9. Supervisor's Work Number:
10. Supervisor's Work email:

2. SUPERVISOR'S APPROVAL AND SEAT CONFIRMATION:

Supervisor's approval is required before seats are requested. Attendance is not guaranteed until each request is processed, verified and confirmed by the HRO Training Officer. Participant and Supervisor will receive a confirmation email 5-7 days before the class date if seat is confirmed. If participant's seat is not confirmed, participant and supervisor will be notified of standby placement or other appropriate notification.

3. REMINDER:

The day before training, confirmed participants will receive an email reminder of the class information to include time, location, subject matter, what to bring, etc.

4. CANCELLATION:

It is the participant's responsibility to notify HRO via email (SMBPLMSHROTRAINING@usmc.mil) of their need to cancel as soon as possible; but at a minimum of 48 hours in advance. Advance notice of cancellations allows HRO to extend attendance to standby participants in a timely manner.

*Please see below for a list of May on-site classes.

HRO On-Site Training Schedule

05 May - Using Microsoft Outlook to Maximize Productivity (20 max) Bldg. 1986 (0800-1600)

- This training will focus on taking the next step with Outlook to improve and streamline managing day-to-day information. Participants will understand the basic fundamentals of managing one's time effectively and how this relates to using the Calendar and schedule functions. Participants will also learn how to manage email more efficiently using Outlook tools and options. All grade levels eligible to request participation. Registration deadline is 28 April 2015.

19 May - Intermediate EXCEL 2010 (20 max) Bldg. 1986 (0800-1600)

- This Intermediate Microsoft Excel training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles. All grade levels eligible to request participation. Registration deadline is 12 May 2015.
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20 May - Workers' Compensation for Supervisors Training (30 max) Bldg. 1551 (0900-1100)

- The focus of this class will be to provide a brief overview of the Federal Employees Compensation Act (FECA) and the information needed for supervisors to effectively and legally process claims for injured workers in a timely manner. Registration limited to supervisory personnel only. Registration deadline is 13 May 2015.

21 May – Interview Techniques and Guidelines (30 max) Bldg. 1551 0900-1100

- Topics covered in this class will include: Rating and ranking, interview options, interview questions, interview panel selection process, and vetting of applicants before selection. Registration limited to supervisory personnel only. Registration deadline is 14 May 2015.

Benefits and Retirement eSeminars

eSeminars are a free and convenient way to learn more about your Federal benefits. You can access benefits and retirement eSeminars in EBIS. Simply log into your EBIS account and select the eSeminars icon at the top of the page.

Please use the following link to access EBIS: <https://www.civilianbenefits.hroc.navy.mil/login.aspx>

If you need assistance accessing EBIS or have questions about information discussed in the eSeminar contact the [Benefits Line](#).

Department of the Navy Civilian Benefits Center Contact Information

888-320-2917

M - F, 7:30 a.m. – 7:30 p.m. ET

TTY: 866-359-5277 Email: navybenefits@navy.mil

<https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Benefits>

(select your email certificate)

Department of the Navy Diversity Policy Statement

Please use the link below to view the Diversity Policy Statement from the Secretary of the Navy:

https://www.deomi.org/eoadvisortoolkit/documents/DON_DIVERSITY_POLICY_STATEMENT.pdf


COMMANDANT'S POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

Honor, Courage, and Commitment are the core values that drive every member of our team to do the right thing for the right reasons. This includes the way we treat one another. Success in the 21st Century depends on the contributions of every Marine, Sailor and Civilian Marine. Equality for all persons and diversity within our ranks are the pillars which allow the Marine Corps to effectively address and overcome challenges driven by mission. Our mission requires mutual trust that can only exist in an environment which recognizes the strength of our differences and values our diversity.



I am fully committed to ensuring equality of opportunity for all Employees and applicants for employment, regardless of their race, religion, color, sex, national origin, disability, age, and genetic information without reprisal. This commitment applies to every aspect of employment.

Discrimination is inconsistent with our core values and is against the law. Serving this great nation is an honor. I fully expect every military leader and civilian leader at all levels of our Corps to uphold this policy. I expect the workplace to be free of unlawful harassment and discrimination. We are here to fight and win wars. Behavior contrary to treating each other with dignity and respect impedes our ability to meet mission requirements. Every member of our team must be free to contribute to the best of their ability in a cohesive work environment. Principles of merit should drive every employment decision. I challenge everyone to honor the Marine Corps legacy of pride, leadership, discipline, and respect for human dignity.


JOSEPH F. DUNFORD, JR.
General, U.S. Marine Corps
Commandant of the Marine Corps

DONCEAP Identify Theft Services

The Department of the Navy Civilian Employee Assistance Program's financial counseling services include an Identify Theft Assistance Program. Under this program, DON employees have access to several identity theft benefits including:

- *Unlimited telephonic consultations with highly trained Fraud Resolution Specialists (FRS), based on needs and concerns. DONCEAP's Fraud Resolution Specialists are certified under the Fair Credit Reporting Act (FCRA) and certified as Interviewers under the FCRA or are licensed attorneys.
- *Assistance with restoring identity and good credit.
- *A free "ID Theft Emergency Response Kit."
- *Assistance with the costly steps to dispute fraudulent debts, as a result of ID theft.
- *Help with "Preventative Steps" necessary to take in an effort to avoid future ID theft losses and damages to an employee's credit score and reputation.

Contact DONCEAP to access these and many other employee assistance programs and work-life support services 24 hours a day at 1-844-DONCEAP (1-888-366-2327) / (TTY: 1-888-262-7848)/International: 001-866-829-0270 or at DONCEAP.foh.hhs.gov.

Department of the Navy Civilian Employee Assistance Program (DoN CEAP)

The DoN CEAP program is a comprehensive employee assistance and work/life resource for DoN employees and their families. It includes confidential assessment, referral, and short-term consultation for any personal concern. It also includes telephone and web-based services to help employees and their families manage day-to-day responsibilities and life events. Services are free.

24/7 DoN CEAP Assistance Line:

1-844-DoNCEAP or 1-844-366-2327

A person answers the phone, no voicemail or call menu.

Website: <http://donceap.foh.hhs.gov/>

Days of Remembrance

Mindful of the fact that our Nation's military forces first witnessed evidence of the Holocaust as they liberated the camps and cognizant of the fact that those of us in uniform must remember both the dreams we stand for and the nightmares we stand against, the Military Services take time during this period to remember the victims of the Holocaust. Often observances are held on Yom Hashoah (Holocaust Remembrance Day).

An added educational bonus is the virtual tour of the "Corrie Ten Boom" home: <http://tenboom.org> (click on the virtual tour button) each room tells a story of how she and her family assisted in saving hundreds of lives during the Holocaust.

